

## FAQ's FOR NEW NONPROFIT SEARCH PROFILES

### How do I login?

Go to <https://www.nonprofit-search.org/>

On the top right-hand side you will see the Login tab. When you hover the mouse over it, you will see a dropdown menu. Click Nonprofit. You will land on the new login page for Nonprofit Search. Your login is your email. If you have forgotten your password, you will need to reset your password, by clicking Forgot Password? Follow steps and you will get an email with a link to reset password.

### How do I add a user to the profile?

Once logged into nonprofit search, on your Dashboard there is a tab for **MyUsers**. This is where you can add, update or inactive a user.

### How do I reset my password?

Go to <https://www.nonprofit-search.org/> Click on 'Forgot Password?' and follow the steps to get an email with a link to reset password.

### What format do documents need to be in to upload?

All documents that are uploaded to nonprofit search need to be in PDF format.

### When do I save?

Anytime you see a SAVE button at the bottom of the page, make sure all your required fields (\*) are completed first, then click SAVE.

The sections that have a SAVE button are:

- Statements
- Governance
- Management
- Financials

### When do I submit?

Anytime you have completed a field that is on the Annual Update Checklist, you will have to make sure you SUBMIT your profile so I can approve the updates for it to be live on your community facing profile.

The sections that have the SUBMIT button are:

- About Us
- Overview



An initiative at  
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**How do I find resources to help me with my profile? (i.e. - Annual Update Checklist, Information Sheet, Board Attendance Spreadsheet?)**

On your Dashboard, click on the RESOURCES tab. On this window you will find:

- Annual Update Checklist
- Board Attendance Spreadsheet
- Information Sheet – Guide to how to edit your profile on the new site
- FAQ's
- Social Media post suggestions
- Social Media graphic

Questions? Contact Sandi Vidal at [svidal@cffound.org](mailto:svidal@cffound.org) or Alissa Mahadeo at [amahadeo@cffound.org](mailto:amahadeo@cffound.org)